

INSTRUCTIONS TO FORM SCC607/807 – Guide for Articles of Correction for a Virginia Corporation

Guideform SCC607/807 has been produced by the Commission as a guide to help prepare the corporation's articles of correction. Please note, however, that a marked-up version of this guideform will not be accepted. You must separately type and prepare your articles, using this form as a guide, inserting appropriate information and omitting all inapplicable portions, including the header, seal of the Commission, italicized text, and the text of options not utilized.

Filing Requirements		
Pay all fees and penalties before submitting this application to the Commission. If the Commission issues the articles of correction on or before the annual registration fee due date, payment of the registration fee for the current year is not required.		
Required Fees		
Filing Fee: \$25.00	AND	Any additional charter fee amount required by an increase in the number of authorized shares of the corporation
File Online Today	Paper Filing	
Visit https://cis.scc.virginia.gov to file articles of correction for a Virginia Corporation in real time.	Download from https://scc.virginia.gov/pages/Virginia-Stock-Corporations complete, print, and mail or deliver to below address:	
Questions? Visit the CIS help page at https://scc.virginia.gov/pages/CIS-Help for how-to guides, answers to frequently asked questions, and helpful videos.	State Corporation Commission Clerk's Office P.O. Box 1197 Richmond, VA 23218-1197	Courier Delivery Address 1300 E. Main St, 1 st floor Richmond, VA 23219
Pay online with a credit card or eCheck. No additional processing fees apply for filing online.	Include a check payable to State Corporation Commission. DO NOT SEND CASH.	

The board of directors of a corporation may authorize the correction of any articles filed with the Commission if (i) the articles contain an inaccuracy; or (ii) the articles were not properly authorized or defectively executed, attested, sealed, verified, or acknowledged.

Articles of correction may only be accepted and filed when received by the Commission within 30 days after the effective date of the certificate relating to the articles to be corrected. See §§ 13.1-607 and 13.1-807 of the Code of Virginia.

The articles must be executed in the name of the corporation by the chairman or any vice-chairman of the board of directors, the president, or any other of its officers authorized to act on behalf of the corporation.

It is a Class 1 misdemeanor for any person to sign a document he or she knows is false in any material respect with intent that the document be delivered to the Commission for filing. See §§ 13.1-612 and 13.1-811 of the Code of Virginia.

NOTE

Upon the issuance of a certificate of correction by the Commission, the articles of correction shall become effective as of the effective date and time of the articles they correct except as to persons relying on the uncorrected articles and adversely affected by the correction. As to those persons, articles of correction are effective upon the issuance of the certificate of correction.

Important Information

The articles must be in the English language, typewritten or legibly printed in black, using the following guidelines:

- use solid white paper
- one-sided
- minimum 1.25" top margin and 0.75" all other sides
- size 8 1/2" x 11"
- no visible watermarks or background logos

Do not include Personally Identifiable Information, such as a Social Security number, in a business entity document submitted to the Office of the Clerk for filing with the Commission. Information in these documents is available to the public. For more information, see Notice Regarding Personally Identifiable Information at www.scc.virginia.gov/clk.

